

# **POLICE OFFICER CANDIDATES 2004**

## **APPLICATION PACKET**

**TO: PROSPECTIVE FULL-TIME AND PART-TIME POLICE OFFICER CANDIDATES**

**FROM: CITY OF GAHANNA CIVIL SERVICE COMMISSION**

**SUBJECT: POLICE OFFICER SELECTION PROCESS**

Attached are an Examination Announcement, Job Description, and Police Officer Selection Process Description. All applicants must obtain an application packet and pay a \$10.00 filing fee at the time of filing the application. Applicants for Part-time Police Officer must already be certified as Ohio Peace Officer and hold a current certification. By giving this test, the current eligibility list established January 10, 2004 will be abolished. Therefore, to continue to be on the Police Officer eligibility list you must test again.

Applications will be available Monday through Friday in the Human Resources Department, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. (except for all holidays observed by the City). **The filing deadline will be Monday, May 24 at 12:00 p.m., no exceptions.** To qualify for the eligibility list, you must pass the Civil Service Test and be 21 years old at the time of the appointment. The exam will be given on **Saturday, June 12, 2004 at 8:30 a.m.** Everyone who passes the written test will take the Physical Fitness test at approximately 11:30 a.m. the same day. Each candidate must have a physician's certificate (form attached to this packet for your convenience; to be filled out by your physician) to take the physical fitness test. **If you do not have the certificate that day you will be disqualified and will not be allowed to take the physical fitness test.**

### **Examination Fee:**

There is a \$10.00 filing fee for this examination to help cover costs. This is not refundable. Checks or money orders shall be made out to the City of Gahanna. Any questions, call the Human Resources Department at 614.342.4455.

### **Location of Test:**

Gahanna Lincoln High School Cafeteria, 140 South Hamilton Road, Gahanna, Ohio.

**Application:**

1. The attached application must be completed and signed.
2. The application must be notarized. (Human Resources Assistant is a notary.)
3. The release forms and requirement questionnaire inside the application must be signed, witnessed and dated.
4. Proof of citizenship will be required for employment; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
5. If you are a veteran wishing to claim military credit, you must submit a copy of your DD-214 with the application. Failure to provide a copy of the DD-214 upon submitting the application shall result in immediate disqualification of military credit.

Full and Part-time Police Officer candidates will be taking the same written test. Those who pass will be placed on the same eligibility list. If a candidate is offered a part-time position, or visa versa, and they refuse that position they will stay on the eligibility list for the next hiring for the position they wish.

**EXAMINATION ANNOUNCEMENT  
POLICE OFFICER**

The City of Gahanna is seeking qualified candidates for the positions of Full-time and Part-time Police Officer. Applicant must be 21 years of age at the time of appointment. The Civil Service Commission is asked to form an eligibility list to be used until a new written exam is given. **The City of Gahanna is in the process of shifting test dates. The next test is tentatively scheduled for November 2004. The test will be offered approximately every 6 months from that point forward.** The passing grade is 70%.

Applications can only be obtained at the City of Gahanna, Human Resources Department, 200 S. Hamilton Road, Gahanna, Ohio, 43230 or online at [www.gahanna.gov](http://www.gahanna.gov).

<b><u>Salary Range*</u></b> :	Step 1:	\$19,843 (\$9.54 an hour)
	Step 2:	\$39,728 (\$19.10 an hour)
	Step 3:	\$45,801 (\$22.02 an hour)
	Step 4:	\$57,428 (\$27.61 an hour)

\*Pay established by contract negotiations with the Fraternal Order of Police Capital City Lodge Number 9.

**The City of Gahanna is an Equal Opportunity Employer.**

**Minorities Are Encouraged to Apply.**

## **POLICE OFFICER GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES**

Under the direct supervision of a Sergeant or Lieutenant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances, answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime and/or to apprehend a criminal; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant, Lieutenant, Deputy Chief or the Chief of Police.

### **EXAMPLES OF WORK:** (Illustrative Only – Not All Inclusive)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates accidents, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Not All Inclusive)**

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.
- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and takes appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.
- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other City officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

## **CAUSE FOR REMOVAL:**

An officer may be removed for cause with or without fault. Cause includes, but not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to attend regularly to work.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.

- Failure to support the mission.
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

## **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Minimum of 21 years of age at time of appointment.
- Minimum High School Diploma.
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination and physical fitness examination.
- Visual acuity – both eyes must have corrected vision of 20/30.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, fitness test, record check, background investigation, oral interview, and Conditional Offer of Employment.) Upon recommendation of the Oral Board, a successful applicant will be given a Conditional Offer of Employment. The conditions of the offer will be successful completion of a psychological, medical and polygraph exam.
- The location of an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers will meet this requirement within six months of appointment.

## **POLICE OFFICER SELECTION PROCESS SUMMARY DESCRIPTION**

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

### **I. Formal Application**

Applications will be available Monday thru Friday, (except for all holidays observed by the City) from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. at Gahanna City

Hall, Human Resources Department, 200 South Hamilton Road, Gahanna, 614-342-4455.

## II. Hiring Standards

**Applicant must read and return the acknowledgement** on the last page of this document when filing the application.

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of applicants for the position of Patrol Officer with the Gahanna Police Department; and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the Acknowledgment stating their understanding and compliance with the Hiring Standards.

## III. Written Examination

1. The written exam will be at 8:30 a.m. at the Gahanna Lincoln High School, Cafeteria, 140 South Hamilton Road, Gahanna, Ohio. Please allow 2 hours for the examination. In an effort to increase testing integrity, **each candidate will be required to show two pieces of identification, one containing his/her picture.**
2. All candidates will receive their score on the written exam at approximately 11:30 a.m. the same day and if the candidate passes the written exam (70%) they will take the physical fitness test immediately, the same day. Therefore, all candidates must bring the physician's certificate with them. (Please wear appropriate dress to take the physical fitness test. The sit up and push up portions of the test will be given in the High School cafeteria.)

The examination will consist of the following questions:

Memory and Understanding Oral Instructions	15
Written Communication/Report Writing	59
Analytical Ability	<u>26</u>
	<b>100 questions</b>

## IV. Physical Fitness

The physical fitness test will be administered to all candidates passing the written test, after candidates receive their scores at approximately 11:30 a.m. on June 12. The test

will be given by Police personnel and will be evaluated in accordance with established and valid fitness standards. Candidates are required to bring a physician's certificate stating they are fit to perform all elements of the fitness testing. It is your responsibility to bring the Physician's Certificate. If you do not have the certificate you will not be allowed to take the test, which will disqualify you.

**V. Preliminary Psychological Screening** will be given to all candidates passing the written exam and physical fitness test, to gauge "Department Success Model Parameters", as established by testing current police officers. The test will measure the following:

- |                  |                     |
|------------------|---------------------|
| 1. Teamwork      | 10. Attitude        |
| 2. Integrity     | 11. Resourcefulness |
| 3. Dependability | 12. Motivation      |
| 4. Quality       | 13. Results         |
| 5. Safety        | 14. Improvement     |
| 6. Assertiveness | 15. Flexibility     |
| 7. Versatility   | 16. Service         |
| 8. Control       | 17. Communication   |
| 9. Initiative    |                     |

**VI. Record Check**

1. A thorough and complete record check of each candidate will be conducted by the Gahanna Police Department. The Department will check for local criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for warrants and criminal history.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.
4. Successful candidates will then be subject to a Background Check.

**VII. Background Check**

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Gahanna Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residence's and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.

3. Interviews with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for felony or serious misdemeanor.
- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance numerous convictions for moving traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

Successful candidates will then be subject to a Polygraph Examination.

### **VIII. Oral Interviews**

1. Oral interviews of the candidates finishing in the top 6 places from the written and physical fitness exam will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 45 – 60 minutes by an oral board consisting of police officers from the Gahanna Police Department.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
  - Appearance, image, demeanor and attitude
  - Communication
  - Mental alertness
  - Judgment, reasoning and analysis
  - General personality impressions
  - Social interaction, and human relations
  - Overall suitability
5. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Civil Service Commission's decision shall be final.
6. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or



dishonesty is subsequently verified, the Civil Service Commission shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final. At the conclusion of each interview, candidates will have a final opportunity to ask questions.

#### **IX. Conditional Offer of Employment**

Once a candidate is selected for the position, based upon the above testing procedures, a written Conditional Offer of Employment will be made to the candidate. Upon recommendation from the oral interview phase of the hiring process, successful candidates shall be given a conditional offer of employment. The conditional offer is contingent on the candidate successfully passing three additional examinations; polygraph, psychological and medical.

#### **X. Polygraph Examination**

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions "relevant" to the nature and extent of the inquiry will be provided to each candidate in advance of the exam so that he/she can have sufficient time to review and understand what is going to be asked of them. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the exam.
4. The results will not be used as a single determinant of employment status. However, deception to relevant questions during any part of the exam, which is corroborated by other investigative means, will eliminate the candidate from further consideration.

### **PHYSICAL FITNESS PREPARATION**

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the physical fitness test. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

### **WHAT IS PHYSICAL FITNESS?**

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

### **WHY IS FITNESS IMPORTANT AS A JOB RELATED ELEMENT?**

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

### **HOW WILL PHYSICAL FITNESS BE MEASURED?**

The Physical Fitness Test consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

### 1. **1 MINUTE PUSH-UP TEST**

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute.

### 2. **1 MINUTE SIT UP TEST**

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in 1 minute.

### 3. **1.5 MILE RUN**

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

### **WHAT ARE THE STANDARDS?**

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximate the 30<sup>th</sup> percentile for each age and sex group.

### **PHYSICAL FITNESS CHART**

TEST	MALE				FEMALE			
	Ages				Ages			
	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50 +</u>	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>
<b>1 Minute Push up (Minimum)</b>	<b>26</b>	<b>20</b>	<b>15</b>	<b>10</b>	<b>20</b>	<b>15</b>	<b>10</b>	<b>9</b>
<b>1 Minute Sit Up (Minimum)</b>	<b>35</b>	<b>32</b>	<b>27</b>	<b>21</b>	<b>35</b>	<b>32</b>	<b>27</b>	<b>21</b>
<b>1.5 Mile Run (Maximum)</b>	<b>13.22</b>	<b>14.08</b>	<b>14.56</b>	<b>15.57</b>	<b>15.57</b>	<b>16.35</b>	<b>17.24</b>	<b>18.23</b>

## HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

### 1. Preparing for the Sit Up Test.

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

### 2. Preparing for the Push Up Test.

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. So 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

### 3. Preparing for the 1.5 Mile Run.

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20'-17'	5/week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week

# **GAHANNA POLICE DEPARTMENT STATEMENT OF HIRING STANDARDS**

## **INTRODUCTION**

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of applicants for the position of Police Officer with the Gahanna Police Department, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

## **MINIMUM QUALIFICATIONS**

The Civil Service Commission of the City of Gahanna has established the following minimum qualifications for the position of Police Officer:

- 1.) You must be (21) years of age before you can receive an appointment as a Gahanna Police Officer.
- 2.) You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
- 3.) A valid driver's license by time of appointment to the Police Academy.
- 4.) You must be a citizen of the United States at the time of appointment to the Police Academy.
- 5.) Conviction of a felony is absolute grounds for rejection. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration.

## **STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION**

### **(A) CRIMINAL CONDUCT**

Commission of criminal acts is directly contrary to the respect for law required of a Police Officer. A list of representative criminal offenses, (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are cause for disqualification is described further in this section. This list is intended to be illustrative of the types of

offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police officer for the City of Gahanna.

- 1.) Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault (except vehicular homicide 2903.07), menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.
- 2.) Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least to (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 3.) Any serious sex offenses as defined in the Ohio Revised Code Chapter 2907. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
- 4.) Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to

investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.

- 5.) Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 6.) Any theft or fraud offense is defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 7.) Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 8.) Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
- 9.) Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any arrest, conviction or convictions of a lesser included

offense related to domestic violence or menacing by stalking shall be automatic disqualifications.

- 10.) Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, peculation, and impersonation of officer's related offenses.
- 11.) Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, section I(4), or misdemeanor weapons offense, which occurred two (2) years before investigation, will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 12.) Any offenses involving the applicant's participation in a felony drug offense as defined in the Ohio Revised Code Chapter 2925. However, up to one (1) offense involving section 2925.11I(3)(a), possession of marijuana, a minor misdemeanor, involving ONLY personal use, all which occurred more than three (3) years prior to investigation, will not automatically disqualify the applicant. Similarly, a single incident of abusing harmful intoxicants, section 2925.31, which occurred three (3) years before the applicant's twenty-first birthday, or more than five (5) years prior to investigation, will not automatically disqualify the applicant. Such incident may be considered, along with other matters, in determining suitability for appointment.
- 13.) Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offense against a human corpse, interfering with housing, desecration, and ethnic intimidation.

#### **(B) DRIVING RECORD**

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.



The following will automatically disqualify the applicant.

- 1.) Applicants who have been convicted of aggravated vehicular homicide (2903.06), vehicular homicide (2903.07), or aggravated vehicular assault (2903.08). These are crimes that are also covered in Section (A)(1) of this document.
- 2.) Applicants with ten (10) or more points on their driving record within two (2) years of application.
- 3.) Any single conviction involving operating a motor vehicle while under suspension (4507.02)(B)(1), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.
- 4.) Any single conviction involving driving while under the influence of alcohol, a drug of abuse, or alcohol and a drug (4511.19) within five (5) years of application.
- 5.) More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
- 6.) Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
- 7.) A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
- 8.) Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
- 9.) An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.

### **(C) JOB HISTORY**

A poor employment history will result in disqualification of the applicant for the position of Police Officer. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the

applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

#### **(D) MILITARY HISTORY**

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

#### **(E) FINANCIAL RESPONSIBILITY**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy, may be considered.
- 2.) Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

#### **(F) FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS**

Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for the position of Police Officer shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.

#### **(G) OTHER CONDUCT**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) Abused a position of trust through a theft of time or service.

- 2.) A pattern of violating any of Ohio's ethics laws.
- 3.) Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
- 4.) Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
- 5.) Failure to correct behavior of an antisocial nature.
- 6.) Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
- 7.) Demonstrated a pattern alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, financial problems, etc.

#### **(H) OTHER**

No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in normal uniform. However, tattoos, brands or decals existing on current employees prior to this regulation need not be removed and shall be exempted. Applicants to the Division of Police that are found in violation of this requirement shall be subject to immediate disqualification from the hiring process.

#### **CONCLUSION**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment as a Gahanna Police Officer if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Police Officer.

The Gahanna Police Department, through careful and thorough applicant processing procedures, can ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the "higher standard" expectations of the public are met. The citizens of Gahanna deserve nothing less.



Police Applicants:

**ACKNOWLEDGMENT OF  
UNDERSTANDING OF  
HIRING STANDARDS**

The City of Gahanna Police Department wants each candidate applying for the position of Police Officer to know the Hiring Standards of the Police Department.

This acknowledgment is to help ensure that the candidate has read the Hiring Standards and understands each of them. If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Police Officer in the City of Gahanna. If you have any questions, please contact the Human Resources office at 614-342-4455.

**As an applicant for the Gahanna Police Department, I  
hereby affirm that I have read the Hiring Standards provided in  
the police application packet and understand them.**

NAME \_\_\_\_\_

Police Department Applicant Signature

NAME \_\_\_\_\_

Print Name

DATE \_\_\_\_\_

Police Test – June 12, 2004

## GAHANNA POLICE DEPARTMENT (GPD) REQUIREMENTS

In order to work as a Police Officer in the State of Ohio, including the City of Gahanna, Applicants **MUST** be certified by the Ohio Police Officer Training Academy. To determine if you can meet these requirements, please answer the following questions which will be **Verified** through a **DETAILED** background investigation, including a polygraph examination.

**FAILURE** to include this completed form along with your application will also result in **NON-CONSIDERATION**.

### CIRCLE ONE

Have you ever “....been convicted of a felony by a civilian court of this state, the United States, or another state or territory, or by a military court?”

YES NO

Have you ever “....been convicted, during the ten years immediately before application for hire as a police officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime which resulted in serious physical injury to another person, or two or more DWI offenses, by a civilian court of this state, the United States, or another state or territory, or a military court?”

YES NO

Have you ever been denied certification as a police officer or has your basic certification ever been revoked by the Council without the revoking later being rescinded?

YES NO

Have you ever “....illegally manufactured, transported or sold a controlled substance?”

YES NO

Have you, after your 18<sup>th</sup> birthday, possessed a controlled substance other than marijuana, even once, within 10 years of submitting this application?

YES NO

Have you, after your 18<sup>th</sup> birthday, possessed marijuana, even once, within three years of submitting this application?

YES NO

I have read and understand the above requirements.

**YOUR**

**NAME**(Please Print)\_\_\_\_\_

**YOUR SIGNATURE**\_\_\_\_\_

**TODAY'S DATE**\_\_\_\_\_

**PHYSICIAN CERTIFICATE**  
**CITY OF GAHANNA CIVIL SERVICE COMMISSION**  
**POLICE PHYSICAL FITNESS TEST**  
**June 12, 2004**

**TO THE PHYSICIAN**

The City of Gahanna, Civil Service Commission, Police Physical Fitness Test consists of the following; please check mark if the candidate's health is such that he/she can attempt to perform the required elements:

Push-ups \_\_\_\_\_

Sit-ups \_\_\_\_\_

1.5 Mile Run \_\_\_\_\_

\_\_\_\_\_  
Patient's Name (Print)

\_\_\_\_\_  
Signature of Physician and Date

Physical Fitness Test	Ages - Male				Ages - Female			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1.5 Mile Run (Minimum)	13.22	14.08	14.56	15.57	15.57	16.35	17.24	18.23

The City of Gahanna, Civil Service Commission, and  
Police Department thank you for your cooperation.